

# St Paul's CE Primary School, Utkinton & Cotebrook

Quarry Bank, Utkinton, Tarporley, Cheshire. CW6 0LA

Tel. 01829 732322 Email: [admin@utkintonce.cheshire.sch.uk](mailto:admin@utkintonce.cheshire.sch.uk)

Web: [www.utkintonce.cheshire.sch.uk](http://www.utkintonce.cheshire.sch.uk) Executive Headteacher Mrs K McLean

## Attendance Policy

### Philosophy

Good attendance and punctuality are essential if children are to take full advantage of all that is on offer at St Paul's C of E Primary School and so gain the appropriate skills which equip them for life. It should therefore be an essential and integral part of everyday life in school.

### Aims

- Improve the quality and effect of school life on all concerned.
- Create a culture in which good attendance and punctuality is expected.
- Demonstrate to children, parents and staff that good attendance and punctuality is valued at Utkinton.

### Practice

- Through operation of this policy, staff, children, parents the local community and the Education Welfare Officer can work in partnership to maintain good attendance and punctuality and ensure quick and early intervention if a problem is identified.
- All staff encourage good attendance and punctuality and liaise with home and other agencies when appropriate.
- There is an electronic registration system in place to enable the effective and efficient monitoring of attendance.
- Morning registration takes place at 8.50am. Registration is completed on the school SIMS system. If a child is absent and the reason is unknown the register is left blank and completed when the reason for absence is known.
- If a child has not arrived by 9:20 this will be recorded as an unauthorised absence.
- The school has an absence answer phone system where parents are able to leave messages about their child's absence.
- The administrative staff make contact with relevant parents by phone after 9.30am if they have not left a message on the absence line, in order to establish a reason for absence.
- Any child arriving in school after the return of the class register is sent to the office in order to receive a late mark in the appropriate register.
- Afternoon registration takes place at 1:10pm
- The percentage of both authorised and unauthorised absences are recorded on each child's annual written report.
- Should an attendance/lateness problem persist the Headteacher will contact the Education Welfare Officer.

### Definitions

Authorised Absence - this means the school has given approval in advance for a child to be absent or that an explanation offered afterwards has been accepted as satisfactory justification.

Unauthorised Absence - the law requires that absences not agreed in advance or receiving an unsatisfactory explanation afterwards be recorded as unauthorised.

Absence in term time for a holiday has been withdrawn by the DfE from September 2013 as when children are absent they miss high quality direct teaching which can have a negative impact on their progress. The legal requirement for absence during term time is that they can only be authorised in exceptional circumstances. Therefore, parents who feel that their circumstances are exceptional should write to the school detailing the circumstances and requesting authorisation. Authorisation will then be considered.

All absence figures are reported annually to the Department for Education and Skills.

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From 1st September 2017, the headteacher will not grant any leave of absence during term time unless there are exceptional circumstances.

It is important for parents to understand that they have no entitlement to take their child out of school for a holiday in term time.

St Paul's uses a specific request form for any absences. We believe this complies with current regulations. This form can be found on the website.

The Local Authority (LA) will be closely monitoring the use of the holiday code (H) used in schools and will discuss with St Paul's the reason why leave has been authorised during term time.

## Fixed Penalty Notices

PLEASE NOTE FROM SEPTEMBER 2017 CHESHIRE WEST AND CHESTER ARE RE-INSTATING FIXED PENALTY NOTICES FOR UNAUTHORISED HOLIDAYS DURING TERM TIME.

Any request for other leave of absence must be presented to the school office on an application form (found on the school's website), at least three weeks in advance. This three week notice period will only be waived in

exceptional circumstances. The application form must be completed by the Parent / Carer with whom the student normally resides. Once a decision has been made, this form will be returned to the parent/carer indicating whether or not permission has been granted.

Please note :

- The school will decide if the request can be authorised or unauthorised in line with Cheshire West and Chester Council guidelines.
- Leave of absence will not be granted unless there are exceptional circumstances relating to the application.
- The taking of holidays during term time is unacceptable and will not be authorised.

| Penalties for unauthorised absence |   |  |
|------------------------------------|---|--|
| Timeline                           | One child   | Two children   |
| Paid within 21 days                | £60 per parent  | £60 per child = £120 per parent  |
| After 21 days and before 28 days   | £120 per parent   | £120 per child = £240 per parent   |
| After 28 days                      | You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance | You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance |

## Medical Appointments

If your child is going to be absent from school for medical reasons, we ask that you bring a copy of the letter or appointment card into the school office.

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## Appendix 1 ATTENDANCE CODES

| CODE | SCHOOL MEANING                                       | STATISTICAL MEANING                  |
|------|--|--------------------------------------|
| /    | Present AM   | Present                              |
| /    | Present PM   | Present                              |
| B    | Educated off Site (not Dual reg)                     | Authorised absence                   |
| C    | Other authorised circumstances                       | Authorised absence                   |
| D    | Dual registration (attending other estab)            | Authorised absence                   |
| E    | Excluded (no alternative provision made)             | Authorised absence                   |
| G    | Unauthorised leave of absence                        | <b>Unauthorised absence</b>          |
| H    | Holiday (agreed)                                     | Authorised absence                   |
| I    | Illness (not med/dental appointment)                 | Authorised absence                   |
| J    | Interview  | Authorised absence                   |
| L    | Late (before registration closed)                    | Present. <b>Unauthorised absence</b> |
| M    | Medical/Dental appointments                          | Authorised absence                   |
| N    | No reason yet provided for absence                   | <b>Unauthorised absence</b>          |
| O    | Unauthorised absence (not covered by any other code) | <b>Unauthorised absence</b>          |
| P    | Approved sporting activity                           | Approved Educational Activity        |
| R    | Religious observance                                 | Authorised absence                   |
| S    | Study leave  | Authorised absence                   |
| T    | Traveller absence                                    | Authorised absence                   |
| U    | Late (after registers closed)                        | <b>Unauthorised absence</b>          |
| V    | Educational visit                                    | Approved Educational Activity        |
| W    | Work experience                                      | Approved Educational Activity        |
| #    | Planned whole or partial school closure              |                                      |
| X    | Non-compulsory school age absence                    | Attendance not required              |
| Y    | Unable to attend due to exceptional circumstances    | Attendance not required              |
| Z    | Pupil not on roll                                    | Attendance not required              |
| -    | All should attend/no mark recorded                   | No mark                              |

Review Date: March 2025